**Collection of children Policy**

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All children will be collected from the centre by a named familiar person (named by the parent/carer during admissions). This person’s name will be recorded on the child’s personal file along with a password.

Parents are to inform the centre if anybody different will be collecting their child. Names, description and an introduction (if possible) should be given and the collector will use the password on entrance.

Please be aware that if parent/carers arrive under the influence of alcohol or drugs they will not be allowed to take their children home. An alternative carer would be contacted to collect the children or the local Children and Families Social Services office would be informed.

If you have any concerns regarding this policy please discuss them with the manager.